

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 05/03/11
Time: 1:00 PM – 3:00 PM
Attendees: Ashley Buzzeo (CGIS), Jim Cannistra (MDP), Kaushik Dutta (MDTA), Bill Fearington (DJS), Lisa Lowe (DNR), Julia Lukens (DBED), Kenny Miller (GIO), Anthony Puzzo (Esri), Frank Siano (MDE), Brad Spittel (BMC), James Tedrick (Esri) and Brad Wolters (DHCD)

AGENDA:

- 1:00 – 1:10 Introductions
- 1:10– 1:20 Review of “code session”
- 1:20 – 2:00 Open discussion
- 2:00 – 2:15 Application Subcommittee Updates
- 2:15 – 2:30 Data and Resources Subcommittee Updates
- 2:30 – 2:45 Outreach Subcommittee Updates
- 2:45 – 3:00 Security Subcommittee Updates

ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
TUgis Presentation <ul style="list-style-type: none"> • Add General Information/Vision slide • Verify that Lisa Lowe should be contacted for application or service submission requests • Add Directory Structure/ISO organization slide • Add Future Visions and Initiatives slide • Print Data Submission Policy and Application Submission Policy on different colored paper • Include a diagram that shows data moving into MD iMap being displayed in applications (data à MD iMap à Applications) • Organize ideas and send to group for comments 	<p>Updated: 3/15/11</p> <p>Submitted: 3/1/11</p>	Ashley Buzzeo, Scott Jeffrey & Julia Lukens
2007 – 2008 Orthophoto Metadata <ul style="list-style-type: none"> • Check availability of metadata for this data 	Submitted: 3/1/11	Ashley Buzzeo
MD iMap Fact Sheet <ul style="list-style-type: none"> • Review and provide comments to Scott Jeffrey 	<p>Updated: 3/15/11</p> <p>Submitted: 3/1/11</p>	Technical Committee
Statewide GIS Strategic Plan	Submitted:	GIO

	1/4/11	
ArcGIS 10 Migration <ul style="list-style-type: none"> CGIS is testing implications of migration Further discussion is necessary concerning this topic 	Updated: 11/16/10 Submitted: 9/21/10	Technical Committee

Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Interface Branding <ul style="list-style-type: none"> Get documentation from Kaushik Dutta to start/restart discussion Schedule App. Committee to discuss App Branding. 	Submitted: 3/15/11 4/5/11	Kenny Miller Kaushik Dutta
Developer Contact List <ul style="list-style-type: none"> List to be developed Compile developer point of contact list 	Updated: 12/21/10 4/5/11 Submitted: 11/16/10	Application Subcommittee, Kaushik Dutta
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> See what documentation exists at other agencies Development of Agency Agreement concerning posting of code to portal. 	Submitted: 10/19/10 4/5/11	Technical Committee
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> Check for documentation available from existing open API agreements 	Submitted: 10/19/10	CGIS
arcgis.com My Maps <ul style="list-style-type: none"> Need to consider how MD iMap services appear when pulled into arcgis.com and suggest potential changes Work with the product and come to next meeting with feedback 	Updated: 3/1/11 Submitted: 2/15/11	Technical Committee
Rapid Application Prototype <ul style="list-style-type: none"> Consider if arcgis.com will meet the majority of needs proposed for this effort Proposal updates being implemented CGIS to provide updated proposal based on comments CGIS provided proposal for review and comment CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting CGIS to provide cost/hours estimate by next Tech. Comm. meeting Obtain pricing, based on specifications of application, from CGIS and MES <p>Email has been sent out to CGIS and MES from Kenny Miller – awaiting response</p> <ul style="list-style-type: none"> Consolidate list of requirements for a rapid application deployment option (Phase 1) Email consolidated list of requirements to Tech. Comm. <p>List has been generated and is available for review</p>	Updated: 2/15/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	GIO, Application Subcommittee, Technical Committee

Flex Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> Meeting to be scheduled to discuss next steps Excel spreadsheet inventory being produced by CGIS and MES Actively being pursued Obtain Flex code from CGIS and MES for MD iMap-based applications 	Updated: 1/4/11; 12/21/10; 12/7/10; 11/16/10 Submitted: 10/19/10	Kaushik Dutta
Comment on Developer's portion of MD iMap Portal <ul style="list-style-type: none"> Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal 	Submitted: 8/4/10	Technical Committee

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Eastern Shore Imagery Assimilation <ul style="list-style-type: none"> Check server space available versus need Cost estimate for additional storage space for new imagery 	Submitted: 3/15/11 Updated: 4/5/11	Ashley Buzzeo CGIS and Jim Cannistra
Point of Interest/Place Name Geocoder <ul style="list-style-type: none"> Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs 	Submitted: 1/18/11	Ashley Buzzeo; Brad Wolters
WFS Services <ul style="list-style-type: none"> List of enable services, email to group Top 10 list to be assembled during next Data & Resources Subcommittee meeting 	Submitted: 3/15/11 Updated: 4/5/11	Ashley Buzzeo; Data & Resources Subcommittee
WFS Services <ul style="list-style-type: none"> Agency sharing policy needed; Exec. Comm. to be consulted 	Submitted: 1/18/11	GIO; Exec. Comm.
WFS Service Testing <ul style="list-style-type: none"> Top 10 list to be assembled and MOU issues assessed Executive Committee has requested demo at 4/27/11 meeting Follow up concerning process testing and provide feedback to Tech Comm 	Updated: 3/1/11 Submitted: 1/4/11	Data and Resources Subcommittee
Web Mercator Data Service Projection <ul style="list-style-type: none"> Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection Per MES, EMMA replacement will use Web Mercator projection. 	Submitted: 1/4/11 Updated: 4/5/11	CGIS
Metadata Services <ul style="list-style-type: none"> Forward electronic list to group Updated list to be provided by Friday, 1/7/2011 Updated list to be provided at 1/4/2011 meeting Remaining "offenders" actively being pursued Resend email to "offenders" to complete metadata Email resent and follow-up by Kenny Miller to occur	Updated: 1/18/11; 1/4/11; 12/21/10; 10/5/10; 8/3/10; 7/12/10;	Data and Resources Subcommittee; Co-chairs

<ul style="list-style-type: none"> MDP has provided metadata for all their services on MD iMap Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap Email sent to Kenny Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> Direct contact of data owners A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process 	6/22/10; 5/18/10 Submitted: 4/20/10	
Cached Map Services <ul style="list-style-type: none"> Draft email to be sent out concerning changes to on-demand/cached services 	Updated: 12/7/10 Submitted: 11/16/10	Data & Resources Subcommittee Chair
Basemap Template Upgrade/Gazetteer Service Update <ul style="list-style-type: none"> Submit additional comments for updates to Ashley Buzzeo Obtain most up-to-date county boundary from SHA Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ Comments for changes should be sent to Ashley Buzzeo Meeting to be scheduled to discuss next steps Upgrade basemap using Esri template 	Updated: 4/5/11 1/4/11; 12/21/10 Submitted: 10/19/10	CGIS; Data & Resources Subcommittee
Google Urchin <ul style="list-style-type: none"> CCBC has updated through March 2011 and will post on portal CCBC updating stats and will be posted to portal shortly Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs) Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm) Manual has been generated for extracting web analytics from Google Urchin Manual submitted for review by Technical Committee Actively working on clarifying categories to be included on report Provide categories to be included in statistical output report Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS	Updated: 4/5/11 3/1/11; 12/7/10; 11/16/10; 10/5/10; 9/21/10 Submitted: 9/7/10	GIO; CGIS; Technical Committee
Community Mapper <ul style="list-style-type: none"> Revisit in 6 months <ul style="list-style-type: none"> How many counties were approached? 	Updated: 10/19/10; 10/5/10;	Technical Committee

<ul style="list-style-type: none"> ○ How big is the hole of Maryland? • State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms 	9/21/10 Submitted: 9/7/10	
Application Submission Documentation <ul style="list-style-type: none"> • Review and provide comments to CGIS 	Submitted: 11/16/10	Technical Committee

Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Ramona <ul style="list-style-type: none"> • Send out available stats .pdf for review • Check with IT person for Ramona to get MD stats 	Updated: 3/15/11 Submitted: 3/1/11	Ashley Buzzeo
<ul style="list-style-type: none"> • Link to Ramona needs to be added to MD iMap Portal webpage <ul style="list-style-type: none"> ○ Embed search or have a one click link to Ramona 	Submitted: 3/1/11	Lisa Lowe & Kevin Coyne
<ul style="list-style-type: none"> • Link to Merlin needs to be added to MD iMap Portal webpage 	Submitted: 12/21/10	Lisa Lowe
<ul style="list-style-type: none"> • Discuss adding a feedback button to MD iMap Portal webpage 	Submitted: 12/21/10	Outreach Committee; Lisa Lowe
Email Blast <ul style="list-style-type: none"> • Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address • Blast email to extended GIS community • Include updated Vision document 	Updated: 9/7/10; 5/18/10 Submitted: 4/20/10	Outreach Subcommittee
<ul style="list-style-type: none"> • Recruit participants • Obtain feedback concerning how to improve upon current outreach strategies • Email potential new members directly 	Updated: 5/18/10; 4/20/10 Submitted: 3/16/10	Outreach Subcommittee
<ul style="list-style-type: none"> • Proactive Marketing of MD iMap 	Submitted: 9/21/10	Outreach Subcommittee

Security Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Charter <ul style="list-style-type: none"> • Generate a charter 	Submitted: 12/7/10	Security Subcommittee
Security Model <ul style="list-style-type: none"> • Price quotes from proposal submission to be updated • Additional documentation needed to address: 	Updated: 3/1/11; 10/27/10;	Security Subcommittee

<ul style="list-style-type: none"> ○ Cost of Delay ○ Justification of security (limitations, efficiencies) ○ Needs Assessment to determine groups and definitions • Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting • Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting • Document for presentation to Exec. Comm. at Oct. meeting • Demo accompanying document to Exec. Comm. at Oct. meeting • In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 	10/19/10; 9/21/10 Submitted: 8/3/10	
---	--	--

COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
GIS for Business Conference <ul style="list-style-type: none"> • Fill out contact sheet and submit to Scott Jeffrey • Send Scott Jeffrey names of additional individuals who should attend • Register for the conference, if you haven't already 	Submitted: 3/1/11	Technical Committee

Introductions

- *Round-the-room.*
- Brad Spittel is leaving BMC and moving on to KCI Technologies
 - Brad will provide an email of a BMC contact in order to keep BMC involved in the Technical Committee

Review of "code session":

- Email follow up to determine future forum and topics
- More about code we have, edit widgets
- Collaborative meetings to clean up code, migrate code
- Keep up-to-date about current technology
- Walk through w/CGIS, application that's been done
 - Critique as a group
 - Understand components
- Rely on widgets for interface branding, focus so easier to roll over into newer versions

Open Discussion:

- New Chief Innovation Officer
 - New position in the Governor's Office
 - Bryan Sivak, from DC OCTO has been appointed to this position
 - Bryan gets GIS and the value of its usage
 - Might come to agencies for information about status of GIS and how we're using it
 - Significant spatial component on his agenda
 - Central Business License tool
 - § Potential future project
 - § Spatially locate other license holders
- Emphasis on putting data and application into public sector

- Discussion to occur about 911 Board involvement in data maintenance
- **ELA**
 - Once a week updates occurring at DoIT
 - Current in the hands of DBM, awaiting a move from them
 - Nothing anticipated to happen before July 1
 - Can't go ahead without money in an account, have to create GIS "bucket" at DoIT, DBM puts money in this bucket for the ELA
 - Setting up process for issuing licenses – how licenses are handed out and tracked
 - Provisional license for each agency – track individually throughout the year (key codes)
 - Help Desk setup ahead of time – plan and funding
 - Number of licenses and to what agency must be tracked
 - § 4 pieces of information must be reported to Esri, including the two listed above
 - Expect one of two scenarios:
 - § Delay signing until pieces in place
 - § Sign and payment due inside 30 days
 - Can continue to call Esri Tech Support, if designated agency rep, if Help Desk Tier 1 is not in place – Anthony Puzzo
- **Arc10 Migration**
 - sp2 released last week
 - 2.4 Flex API release, FlexBuilder built-in, released Summer 2011
 - New technology – create service from excel spreadsheet, stored under account on arcgis.com (2GB size limit)
- **Executive Committee Meeting**
 - Rescheduled – May 26 (4 – 5p.m.), StateStat Room, Annapolis, MD
 - Action Item: Briefing document responses from February meeting, forward to Technical Committee (Kenny Miller & Tech Comm Co-Chairs)
 - Topics for remainder of year for Executive Committee
 - § Need DNR potential contribution availability information to present at meeting
 - Grant funding for security package being explored
 - Interface branding template/standards need to be assembled and presented to Executive Committee
 - ELA Plans
 - § Help Desk (call, who, ticket and tracking – how is this to be structured?)
 - Policy standard and risks for Arc10 migration need to be determined and presented to Executive Committee
 - Other topics to address through remainder of this year?
 - § Action Item: Review Mini Annual Report for slides listing current and future initiatives (Kenny Miller and Tech Comm Co-Chairs)
 - Google Fusion Tables
 - § Consume tables and map quickly
 - § SateStat spreadsheet metrics already being collected
 - What analysis can be done with this data?
 - Non-public facing solution options?
 - § Consume within arcgis.com is possible, documentation on-line is available

- Additional Hardware Storage Space
 - § Cloud for caching of new imagery being considered
 - § New SAN suggested for purchase and use of Image Server to publish imagery – most cost effective option
- Application Roll-out Previews/Demos
 - § Plan Maryland
 - § Feature service publish blank form, attachments, notes, twitter feeds, pin marks with comments
 - Stored in database
 - § Demonstrate new technologies and what we can do now, using Arc10, as benefits of migration
- Reorganize Portal buttons
 - § Which applications should launch from Portal or which should launch from local website?
 - § Policy/standards for what goes on Portal
 - Groupings
 - Top 10
 - New released application get buttons
 - Resize buttons
 - Links through names for those without buttons
- Mobile-friendly applications
- MOU data sharing
 - § Core datasets between state agencies need to be covered by an MOU (at minimum)
 - § Signed MOA between BMC & participating jurisdictions nearing completion
 - Utilize wording for unique MOA
 - New signing members (expand to other surrounding jurisdictions)
 - 35 core datasets included
 - Expand upon BMC MOA
 - § MOU available samples: CSSC, MDP, BMC
- Archives
 - § Plan in place?
 - § Old imagery archive, service name changed and maintained on MD iMap server
 - § Parcels
 - Not trying to archive at this time
 - Old data, copies are accessible
 - Consistent through other datasets
 - § Maryland State Archives contact – Tim Baker
 - Ability to support archive of map service available?
 - Archive on disk, at least
 - § Library of Congress Project
 - Archiving practices being assessed
 - Freely available mapping software can move this in a particular direction

Application Subcommittee Updates:

- Template
 - To be discussed today from 3 – 4p.m.
 - § Standard MD template for maps
- Code Compilation
 - Application sites

- Code
- Who owns
- Making code accessible through Portal
- Different code versions
- Different code frameworks
- Code agreement with state agency to share owned code
 - § Code sharing agreement, does contracting for project with public money make it public code?
 - § Unless expressly protected goes into private sector
 - § Term for sharing, keep for own use
- Goes to MD iMap make code available, otherwise not required to share
- What are the exceptions?
 - § Action Item: Position Statement to the Executive Committee (Application Subcommittee)
 - § Schedule 30 – 45 minutes at next Technical Committee meeting to put this together
- Agreement for downloading code/disclaimer
 - § Should this go to AG's office for review?

Data and Resources Subcommittee Updates:

- Parcels are in and being recached
- Eastern Shore Imagery – testing for cost estimates (pilot cache being conducted)
 - Mosaic dataset @ version 10 looking promising
 - Early next week – cost estimates and how to get imagery cached to be provided from CGIS to GIO
- Gazetteer
 - Reaching smaller scales, dynamic labels are getting duplicated in tiles
 - No review, just pushing out to production server
- Geocode Service (match rate was noticed to have declined)
 - Updated monthly from each county
 - Using ETL each month
 - § If schema changed by county, things can get messed up in service
 - § Contact CGIS if major errors or missing data is noticed
 - Automated routine to try and combat errors (comparison)
 - § Time and materials required (automate QA where possible)
 - § Action Item: Brainstorm how to best accomplish an automated comparison process (CGIS)
- Census Geography
 - Tracts, blocks, Tiger files à coming from MDP to CGIS
 - § Attribution will be included
 - § Data dictionary made by MDP
 - Large datasets, WFS-enabled, not cached
 - § Sending with next 2 days from MDP to CGIS
- CSSC Data Updates
 - Adding 60 datasets from participating jurisdictions
 - New, updated onto production server on Friday (5/6/11)
- CHART Services
 - All .kml enabled and available
 - Working on improving display of REST services for CHART services

Outreach Subcommittee Updates:

- No Updates

Security Subcommittee Updates:

- Funding and Executive Committee approval needed at this time

-END MEETING-